

PROPOSED CHANGE OF SCHOOL HOURS

Please submit this form at least two terms before any changes commence to:

The Transport Team
Rm 2.24 Sessions House
County Hall, Maidstone ME14 1XQ

Email: homeschooltransport@kent.gov.uk

Fax: 01622 696665

(SCHOOL NAME).....
 proposes to change the dates of their school terms with effect from (DATE) as follows:

	Current Times	Proposed Times
AM Start		
AM Finish		
PM Start		
PM Finish		

Reason for Proposal

When received by the Local Authority, the form will be forwarded to the appropriate section of Transport Integration to advise if there are any implications that may affect your existing transport arrangements.

Upon receiving this information, you will be notified and also advised of any additional costs that may be incurred due to the change of school hours. The school will have to agree to cover these additional costs before the transport arrangements can be amended to reflect the changes.

For completion by school/governing body

I confirm the school/governing body is seeking the other views it needs to have regard to when making the decision to change the school hours and agree to cover any additional transport costs that may be incurred.

SignedDate.....

Position